

MEDICAL SERVICES  
Job #263

1 of 2

SECRET



**SECRET**  
Security Information

16 July 1953

MEMORANDUM FOR: Chief of Administration, DD/P

SUBJECT : Medical Support to Dependents in Overseas Areas

REFERENCE : Memorandum for Chief, Medical Staff, from Office  
of General Counsel dated 30 June 1953. Subject:  
Medical Support**\*OGC Has Reviewed\***

1. The Office of General Counsel has rendered the following opinion regarding the subject problem to the Chief, Medical Staff:

"Medical Support: In those areas where CIA Medical facilities exist and other facilities are unavailable, medical care should be extended to dependents within the limits of the existing facilities.

FOIAb5

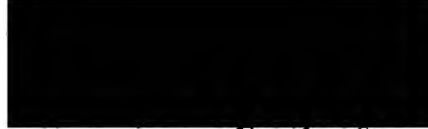
- 1 -

**SECRET**  
Security Information

**SECRET**  
Security Information

2. It is requested that this interpretation of policy be disseminated through the respective divisions to those field stations where dependents have access to CIA medical facilities.

3. It is further requested that the chiefs of stations concerned be advised to transmit this information to their organizational medical offices.



25X1A

Deputy Chief, Medical Staff

**SECRET**  
Security Information

~~SECRET~~  
Security Information

10 July 1953

MEMORANDUM FOR: Chief, Medical Staff

SUBJECT : Proposed Regulation [REDACTED] Medical Services

REFERENCE : Memo to Personnel Director from Research and Planning Staff dated 2 July 1953. Same subject. (attached)

1. Recommendations included in the reference memorandum have been studied and pertinent suggestions are submitted below. For purposes of simplification the following reference paragraph numbers correspond to those used in paragraph 3 of the reference memorandum:

a. In view of A/DD/A's recent interpretation, it is believed that the original wording should remain unchanged.

b. It is believed that the legality of these services is within existing statutory provisions. There would seem to be no further indication for consultation with the General Counsel.

c. Although there is no legal basis for requiring the examination prior to the oath, such a procedure would avert many difficult situations arising from physical disqualification following legal entrance on duty. It is not considered appropriate to include physical standards for the listed categories within the subject regulation.

d. "Contracting Branch" [REDACTED]

25X1A

25X1A

e. See preceding paragraph.

f. Concur

g. Physical examination at the time of separation for medical reasons is necessary in order to confirm and document the patient's physical status at the time that he severs his legal relationship with the Government. In view of the possibility of future disability claims the necessity for this procedure is obvious. It is suggested that the wording be altered to read "separations for medical reasons." It is not believed that this should include maternity reasons.

- 1 -

~~SECRET~~  
Security Information



h. The Agency's medical standards and scientific criteria are subject to individual professional interpretation. It is considered impractical to attempt promulgation of these standards for the guidance of individuals who would have neither the need nor technical knowledge to refer to them. This does not imply any factor of secrecy or compartmentation regarding such criteria so far as publication is concerned.

1. Concur in change of "Central Processing Branch" to "Personnel Office." Relatively few individuals have sought reimbursement for immunizations administered by physicians not affiliated with the Agency. However, it has been the practice for the cost of such services to be reimbursed by the Contracting Branch upon approval of the receipts by the Assistant Deputy for Support.

25X1A  
25X1A  
25X1A  
2. The remainder of the comments expressed in the reference memorandum pertain essentially to the advisability of substituting proposed regulation [REDACTED] for many of the provisions of proposed regulation [REDACTED]. It is believed that the material included in [REDACTED] should be properly promulgated within the Medical Office series, and that any jurisdictional conflicts should be referred to the Special Assistant to DD/A [REDACTED] for resolution. 25X1A

25X1A

[REDACTED]  
Deputy Chief Medical Staff

MO/FEJ:jaa (10 July 1953)

Distribution:

Orig & 1 - Addressee  
2 - file

- 2 -

**SECRET**  
Security Information

SECRET

Job 263

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

<b>FROM:</b>		<b>NO.</b>			
Personnel Director		DATE			
<i>Sem</i>					
TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Regulations Control Staff	308 South			<i>SWP</i>	<p><b>For Your Information</b></p> <p><i>This indicates that most of the medical category will be in personnel in so far as personnel processing (appointments, termination, disability) involve medical exams &amp; determination.</i></p> <p><i>Despite the fact I feel that there is a need for regulations on the domestic &amp; foreign medical program of the Agency.</i></p> <p><i>What are your views on paper coverage in Medical category. Could we draft a general outline for discussion with Dr. Nutzen?</i></p> <p><i>SWP</i></p>
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FORM NO. 51-10  
FEB 1950

SECRET

10-01105-1 U. S. GOVERNMENT PRINTING OFFICE

25X1A

~~SECRET~~  
Security Information

2 JUL 1953

Personnel Director

Research and Planning Staff

25X1A

Proposed Regulation [REDACTED] Medical Services

25X1A

25X1A

25X1A

25X1A

25X1A

25X1A

1. In accordance with your instructions, this office has reviewed proposed Regulation [REDACTED] Medical Services, which was informally referred to you by the Chief, Medical Staff. It is noted that section 6c(3) of this Regulation duplicates proposed [REDACTED], Compensation for Injury or Death (attached), developed by this office. Since this is an area in which the Personnel Director has ultimate responsibility, we recommend the deletion of this section from subject Regulation. Rather than comment on the material in the Medical Office draft, we propose to dispatch copies of our proposed Regulation [REDACTED] to the Medical Office with a request that they review the material and later attend a meeting along with representatives of this office and the Office of the General Counsel to resolve any points at issue. We likewise propose that a copy of our draft be sent to [REDACTED] with a similar comment. We believe this is the most expeditious method for handling this matter.

2. Further, the draft Regulation proposed by the Medical Office contains additional material which we had proposed to include in the Personnel [REDACTED] series of Agency Regulations. Most of the material they have included in Section 6(a) would, we believe, appropriately be included in Regulation [REDACTED] Medical Examinations. This is in line with the concept prescribed by the Regulations Control Staff that all personnel information should be in the Personnel Series. In other words, it is the desire of the Regulations Control Staff that the manual be organized on a functional basis regardless of the office which is responsible for administering the material in question.

3. Specific comments on other sections of subject Regulation are as follows:

a. Paragraph 3a(2): Since the authorization for payment of costs of hospitalization of overseas employees is the responsibility of the Personnel Director, we suggest that this language be changed to: "Providing medical recommendations in connection with the payment of costs of hospitalization of employees overseas."

b. Paragraph 6a(1)(a)(3)(d)(4): The legality of providing certain of the services indicated through Agency facilities appears doubtful. We would suggest that the General Counsel be invited to comment on this section particularly.

~~SECRET~~  
Security Information

**SECRET**  
Security Information

c. Paragraph 6a(1)(a)(1): Is there a legal basis for requiring that the medical examination be completed prior to the execution of the oath of office? If not, is it advisable to include a mandatory requirement to this effect since it might result in failure to compensate appointees for one or more days' delay in processing of their entrance on duty? It is believed that a statement as to the standards for determining medical qualifications within the categories listed would be desirable.

d. Paragraph 6a(1)(c): What component is meant by "contracting branch?"

e. Paragraph 6a(1)(d): What component is meant by "contracting officer?"

f. Paragraph 6a(2) and (3): Change reference to "Central Processing Branch" to "Personnel Office."

g. Paragraph 6a(6): Why? Suggest clarification of "resigning for medical reasons": does this include resignation for maternity reasons? Is resignation intended to include other types of separation?

h. Paragraph 6a(8): See question in paragraph 3b above. What are the Agency's medical standards?

i. Paragraph 6b: Change reference to "Central Processing Branch" to "Personnel Office." Question: What are the procedures for handling reimbursement?

25X1A

j. It is recommended that the attached copies of our proposed Regulation [redacted] be transmitted informally by routing and Record Sheet to the Chief, Medical Staff, and the Office of General Counsel for their review. It is suggested that copies of this memorandum also be sent to point up the questions which the Medical Office didn't present to us. After the material has been reviewed by the Office of General Counsel and the Medical Office it is believed that a meeting should be called, at which representatives of the three offices should discuss any issues or considerations that might exist at that time. We believe that this would be the most expeditious way to resolve any issues involved in connection with Section 5(a)(5)(C), and would be the most expeditious way of achieving the actual implementation of this authority at an early date.

25X1A



Attachments

Distribution:

OO1 - OGD  
2 - C/OPS  
1 - OGC  
3 - RPO

700 2 1 20 6W 23

- 2 -

**SECRET**  
Security Information

SECRET  
Security Information

22 August 1952

MEMORANDUM FOR: Chief, Medical Staff ✓  
Chief of Administration (DD/P)  
✓ Assistant Director (Personnel)  
Security Officer  
✓ Comptroller

25X1A

SUBJECT: Revision of CIA Regulation No. [REDACTED] consolidating  
Regulations Nos. [REDACTED]

25X1A

1. The attached draft is submitted for formal concurrence.
2. Your attention is invited to the following paragraphs in which there are major changes:

25X1A

a. [REDACTED] - New paragraph citing Public Laws as authorization.

25X1A

b. [REDACTED] - New exception to examination requirement prior to overseas duty.

25X1A

c. [REDACTED] - Sick Leave (formerly [REDACTED]) Rearranged to bring under services in Washington and Vicinity.

25X1A

d. Deletion of procedures for handling Employees' Compensation Claims.

3. May we have your comments or concurrence in this Office by 5 September 1952.

25X1A

[REDACTED]  
Chief, O & M Service

1 Atch.

Draft of Reg. No. [REDACTED] 25X1A

SECRET  
Security Information

*Sept 8/52*

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

1. MEDICAL SERVICE

A. Authorization

FOIAb5

Under authorization of Public Law 658 (79th Congress)

FOIAb5

the Medical Office provides the services set forth in this Regulation.

B. Washington and Immediate Vicinity

(1) Preventive Medicine Program

(a) Physical Examinations.

- (1) Pre-employment medical history evaluation is required of each prospective employee through analysis of Standard Form 89 (Medical History Statement).
- (2) Complete physical examination will be given each employee at the time of entrance on duty with the Agency to determine qualifications for various categories of duty within the Agency. Pre-employment physical examination will be given if there is any doubt of the candidate's acceptability.
- (3) Subsequent physical examinations will be given:
  - (a) Prior to overseas assignment unless there is on file an accepted certificate of physical examination completed within one year.
  - (b) Within five days of return from overseas assignment for PCS or home leave if subject has been overseas for more than 180 days.
  - (c) Within 48 hours prior to overseas travel, (check for communicable diseases only).
  - (d) Army and Air Force as required by Military Regulations.  
(Except flight examinations.)
  - (e) All executive personnel, GS-16 and above, on an annual basis.
  - (f) For determination of employee's physical qualifications when change of assignment occurs.

- (g) On return to duty from sick leave in excess of three weeks.
  - (h) When requested with appropriate justification by the employee's division or office chief.
  - (i) At the discretion of the Medical Office.
  - (4) All examinations are subject to Agency medical standards. Waivers of standards may be granted by the Chief, Medical Staff. Waivers of medical disqualification may be granted only by the Director and should be submitted through the Chief, Medical Staff, and the Deputy Director (Administration).
- (b) Immunizations.
- (1) At the time of entrance on duty, certain basic immunizations will be given to employees subject to future overseas assignment. Prior to overseas departure additional immunizations will be given, if needed, according to requirements for the proposed area of duty. This service is also available to employees' dependents. Individuals requiring immunizations should make appointment well in advance in order that all inoculations will be completed prior to departure from the Washington area.
  - (2) An appropriate immunization certificate will be issued at the time an employee reports for his 48-hour physical examination (check for communicable disease). Permanent copy record of inoculations will be maintained in the Medical Office files.
- (2) Treatment of Illness or Injury
- Central dispensary and health units in outlying Agency buildings are maintained for the treatment of illness or injuries. The type and extent of care provided are subject to regulation by the Chief, Medical Staff. In general the scope of treatment is as follows:
- (a) Emergency care of illnesses or injuries incurred during working hours.



CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

- (b) Temporary care of minor illnesses or injuries pending arrangements for treatment by private physician or other medical facilities.
- (c) Complete treatment will be provided for injuries or illnesses incurred in line of duty inclusive of hospitalization.
- (d) Treatment inclusive of hospitalization will be provided certain cases for security reasons.
- (e) Employees requiring treatment during working hours should report to the health room nearest their office. In severe cases, a medical officer or nurse may be summoned by calling the Medical Office.
- (f) A Medical Officer is on emergency call 24 hours daily to provide care for illnesses or injuries incurred in the performance of duty. He may be contacted by calling the Agency Watch Officer.
- (g) During other than regular working hours, on weekends and holidays, or in acute ~~XXXX~~ emergencies, medical treatment may be obtained at Providence Hospital, 2nd and D Sts. S. E., Phone TRinidad 2000. The patient or his attendant should present a completed Bureau of Employees' Compensation Form C. A. 16 at the time of admittance, or immediately thereafter and in no case later than 48 hours after admittance. Form C. A. 16 can be obtained from Guards at any Agency building.

(3) Diagnostic and Referral Service:

Professional consultation and diagnostic services are available to all Agency personnel by appointment. Cases requiring extended treatment or special diagnostic procedures will be referred to private physicians.

(4) Sick Leave

It will be the responsibility of the individual employee to reduce the necessity for sick leave by utilizing the services of the Medical Office, where available, for the treatment of those illnesses or injuries incurred



CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

while on duty. No leave time will be charged against an employee during periods of utilization of the Medical Office facilities in the Washington Area.

- (a) Employees taking sick leave for communicable illnesses will report to the Medical Office, Central Building, prior to return to duty.
- (b) Employees taking three or more consecutive days of sick leave will report by telephone to the Medical Office on the day of return to duty.
- (c) Request for advance sick leave will be forwarded to the Chief, Personnel Relations Branch, for prior approval by the Medical Office.

C. Field Assignments within the Continental U. S.

The foregoing medical services (physical examinations, care of illnesses or injuries incurred, hospitalization, and diagnostic and referral services) are also available at certain points throughout the continental U. S. Specific identities and locations are available at the Medical Office.

(1) Immunizations

- (a) Office heads will ensure that employees and their dependents not reporting to Washington prior to departure overseas receive immunizations as prescribed by the Medical Office. Immunizations may be performed outside the Washington area by:
  - (1) Private Physicians
  - (2) U. S. Public Health Facilities
  - (3) Military Medical Facilities
- (b) Expenses incurred for immunizations are reimbursable through the employee's office.
- (c) Persons receiving immunizations from the above sources will submit record of inoculations to the Medical Office where proper immunization credentials will be completed and issued prior to overseas travel.

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

D. Overseas Medical Service

- (1) Each employee or eligible agent of CIA who sustains injuries or illnesses in line of duty is entitled to medical, surgical, and hospital treatment at Government expense in accordance with the provisions of the Federal Employees' Compensation Act, as amended, [REDACTED] FOIAb5
- (2) Advice, technical guidance and the care of patients not included under paragraph (1) above will be provided at the discretion of the Medical Office.
- (3) Listed below in order of preference are the categories of overseas medical facilities to be used in cases of illnesses or injuries requiring treatment,

25X1A

25X1A

[REDACTED] Specific identities and locations are available at the Medical Office.

- (a) CIA medical facilities.
  - (b) U. S. Government Military Facilities.
  - (c) U. S. Government Non-Military Facilities.
  - (d) Hospitals controlled by U. S. physicians practicing abroad.
  - (e) Indigenous medical facilities.
- (4) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest suitable medical facility may be authorized by the station chief. A complete report of the circumstances will be forwarded through proper channels to the Chief, Medical Staff, who will coordinate the appropriate action with the Personnel Director. The station chief will make every effort to avoid unnecessary travel arrangements and will consult Headquarters for professional advice in all questionable cases. Cases requiring evacuation to the United States for treatment must have prior approval of the Chief, Medical Staff, who will advise the Personnel Director on the clinical justification for such travel.

## E. Death of Employee

The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff by the most expeditious means available.

## F. Military

## (1) Army and Air Force Personnel

(a) Army and Air Force personnel including dependents are entitled to full services offered by the Medical Office. Cases requiring more specialized or diagnostic or therapeutic services will be referred to the appropriate military medical facility.

(b) For emergency service after duty hours, Army and Air Force personnel will report to the Army or Air Force installations closest to their residence, in accordance with the zoning instructions contained in current Department of Defense Regulations. The Medical Office should be notified before hospitalization is effected.

(c) Army and Air Force personnel placed on "Quarters" status or hospitalized other than through the CIA Medical Office, will report their disposition within twenty-four hours or as soon thereafter as practicable, to the Medical Office. Release from hospital or "Quarters" will be handled in like manner.

## (2) Naval and Marine Corp Personnel

In accordance with established Naval policy, Navy and Marine Corps personnel will report to or call Navy Medical Installations.

I do ~~(not)~~ concur in the proposed revision of the Medical Series with the exception of

25X1A

25X1A



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization Methods Service

DATE:

FROM : Assistant Director (Personnel)

SUBJECT: Revision of CIA Regulation No. [REDACTED]

25X1A

Draft revision of subject regulation has been reviewed in accordance with your request. Although the proposal generally has the concurrence of this office, the following comments are necessary:

a. General: In some instances the requirements for processing employee claims for compensation due to disability or injury will impose some restraint upon free exercise of the generally stated authorities of the Medical Office in matters of treatment. The concurrence of this office in the proposed recommendation on Medical Service is not to be construed as a waiver of these requirements but is based upon the understanding that such cases will be processed in accordance with applicable regulations.

b. Section B (4)(c): Channeling of requests for advance sick leave is already contained in CIA Regulation [REDACTED] 25X1A

c. Section E: Since responsibility for appropriate action in the event of an employee's death rests with the Personnel Director and administrative officials of the Agency have been advised to report such occurrences to the Personnel Relations Branch (CIA Notice [REDACTED] dated 18 August 1952), this statement could be confusing. It is suggested that the statement be rewritten to provide that notification to the Medical Office by the Personnel Office should be made by the most expeditious means possible, if this statement is considered necessary at all.

25X1A

25X1A [REDACTED]

Security Information

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

## E. Death of Employee

The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff by the most expeditious means available.

## F. Military

## (1) Army and Air Force Personnel

- (a) Army and Air Force personnel including dependents are entitled to full services offered by the Medical Office. Cases requiring more specialized or diagnostic or therapeutic services will be referred to the appropriate military medical facility.
- (b) For emergency service after duty hours, Army and Air Force personnel will report to the Army or Air Force installations closest to their residence, in accordance with the zoning instructions contained in current Department of Defense Regulations. The Medical Office should be notified before hospitalization is effected.
- (c) Army and Air Force personnel placed on "Quarters" status or hospitalized other than through the CIA Medical Office, will report their disposition within twenty-four hours or as soon thereafter as practicable, to the Medical Office. Release from hospital or "Quarters" will be handled in like manner.

## (2) Naval and Marine Corp Personnel

In accordance with established Naval policy, Navy and Marine Corps personnel will report to or call Navy Medical Installations.

25X1A

I do ~~(not)~~ concur in the proposed revision of the Medical Series with the exception of

- 1. Where do we cover claims?
- 2. I believe we should be quite specific relative to medical care of dependents of employees stationed abroad.
- 3. How about retired regular service personnel and their families?

- 6 -

25X1A

Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

**E. Death of Employee**

The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff by the most expeditious means available.

**F. Military****(1) Army and Air Force Personnel**

- (a) Army and Air Force personnel including dependents are entitled to full services offered by the Medical Office. Cases requiring more specialized or diagnostic or therapeutic services will be referred to the appropriate military medical facility.
- (b) For emergency service after duty hours, Army and Air Force personnel will report to the Army or Air Force installations closest to their residence, in accordance with the zoning instructions contained in current Department of Defense Regulations. The Medical Office should be notified before hospitalization is effected.
- (c) Army and Air Force personnel placed on "Quarters" status or hospitalized other than through the CIA Medical Office, will report their disposition within twenty-four hours or as soon thereafter as practicable, to the Medical Office. Release from hospital or "Quarters" will be handled in like manner.

**(2) Naval and Marine Corp Personnel**

In accordance with established Naval policy, Navy and Marine Corps personnel will report to or call Navy Medical Installations.

I do (not) concur in the proposed revision of the Medical Series with the exception of [REDACTED]

25X1A

ENC 55 5 00 PM '25

COMBIBOTTER

[REDACTED] 25X1A

*Bampfylde*

-6-

SECRET

SECRET INFORMATION

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: 3 September 1952

FROM : Security Officer, CIA

SUBJECT: Revision of CIA Regulation No. [REDACTED] Consolidating  
Regulations Nos. [REDACTED]

25X1A

25X1A

Reference: Memo from Chief, O &amp; M to SO/CIA dated 22 August 1952

25X1A

1. The reference forwarded a draft of a proposed Regulation  
[REDACTED] for comments or concurrence of this office.2. It is recommended that the first half of paragraph D. (3)  
on page 5 be reworded to read as follows:

Listed below in order of preference are the  
categories of overseas medical facilities to be  
used in cases of illnesses or injuries re-  
quiring treatment. For those illnesses or  
injuries [REDACTED]

25X1A

25X1A

[REDACTED] it is particularly desirable  
that every effort be made to follow the order of  
preference. Specific identities and locations  
are available at the medical office.

3. Aside from the above comment, this office concurs in the  
release of this regulation.

[REDACTED] 25X1A

I&amp;SO/CVB:skh (3 Sept 52)

## Distribution:

Orig. &amp; 1 - Adse.

2 cc - SCS Files

1 cc - Chrono

SECRET

SEP 10 1952



**Next 5 Page(s) In Document Exempt**

**SECRET**  
Security Information*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Organization & Methods Service  
FROM : Administrative Officer, Medical Office  
SUBJECT: Proposed Index to CIA Regulations

DATE: 17 July 1952

25X1A

1. It is suggested that the [REDACTED] series be changed to reflect the rewritten Medical Service Regulation submitted herewith.

25X1A

2. [REDACTED] series could be deleted since it is incorporated in the enclosed rewrite.

3. The "Medical Supplies & Equipment" section is being rewritten, but will follow the index as issued.

MO/MJB:sf (17 July 1952)

## Distribution:

- 1 - Addressee
- 1 - Med. Off. File

25X1A

25X1A

**SECRET**  
Security Information

JUL 19 1952

TOP SECRET

**SECRET**  
SECURITY INFORMATION

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## I. MEDICAL SERVICE

A. <sup>Authenticity</sup> General Policy: Under authorization of Public Law 658 (79th Congress) and Public Law 110 (81st Congress), the Medical Office provides the following services: *set forth in this Regulation.*

B. ~~In~~ <sup>In</sup> Washington and Immediate Vicinity

## (1) Preventive Medicine Program

(a) ~~Physical~~ Physical Examinations:

(1) ~~a.~~ Pre-employment medical history evaluation is required of each prospective employee through analysis of Standard Form <sup>700</sup> 89 (Medical History Statement).

(2) ~~b.~~ Complete physical examination will be given each employee at the time of entrance on duty with the Agency to determine qualifications for various categories of duty within the Agency. Pre-employment physical examination will be given if there is any doubt of the candidate's acceptability.

(3) ~~c.~~ Subsequent physical examinations will be given:

(4) ~~(a)~~ Prior to overseas assignment unless there is on file an accepted certificate of physical examination completed within one year.

(5) ~~(b)~~ Within five days of return from overseas assignment for PCS or home leave if subject has been overseas for more than 180 days.

(6) ~~(c)~~ Within 48 hours prior to overseas travel, (check for communicable diseases only).

**SECRET**  
SECURITY INFORMATION

SECRET

SECURITY INFORMATION

- (4) (4) Army and Airforce as required by Military Regulations. (Except flight examinations).
  - (5) (5) All executive personnel, GS-16 and above, on an annual basis.
  - (6) (6) For determination of employee's physical qualifications when change of assignment occurs.
  - (7) (7) On return to duty from sick leave in excess of three weeks.
  - (8) (8) When requested with appropriate justification by the employee's division or office chief.
  - (9) (9) At the discretion of the Medical Office.
- (10) d. All examinations are subject to Agency medical standards. Waivers of standards may be granted by the Chief, Medical Staff. Waivers of medical disqualification will be granted only by the Director and should be submitted through the Chief, Medical Staff, and the Deputy Director (Administration).
- (11) e. Immunizations:
- (1) e. At the time of entrance on duty, certain basic immunizations will be given to employees subject to future overseas assignment. Prior to overseas departure additional immunizations will be given, if needed, according to requirements for the proposed area of duty. This service is also available to employees' dependents. Individuals requiring immunizations should make appointment well in

-2-

SECRET

SECURITY INFORMATION

~~SECRET~~

SECURITY INFORMATION

advance in order that all inoculations will be completed prior to departure from the Washington area.

- (2) An appropriate immunization certificate will be issued at the time an employee reports for his 48-hour physical examination (check for communicable disease). Permanent copy record of inoculations will be maintained in the Medical Office files.

(2) Treatment of Illness or Injury:

Central dispensary and health units in outlying Agency buildings are maintained for the treatment of illness or injuries. The type and extent of care provided are subject to regulation by the Chief, Medical Staff. In general the scope of treatment is as follows:

- (a) Emergency care of illnesses or injuries incurred during working hours.
- (b) Temporary care of minor illnesses or injuries pending arrangements for treatment by private physician or other medical facilities.
- (c) Complete treatment will be provided for injuries or illnesses incurred in line of duty inclusive of hospitalization.
- (d) Treatment inclusive of hospitalization will be provided certain cases for security reasons.
- (e) Employees requiring treatment during working hours should report to the health room nearest their office. In severe cases, a medical officer or nurse may be summoned by calling the Medical Office.

-3-

~~SECRET~~

**SECRET**  
SECURITY INFORMATION

- (f) A Medical Officer is on emergency call 24 hours daily to provide care for illnesses or injuries incurred in the performance of duty. He may be contacted by calling the Agency Watch Officer. 7
- (g) During other than regular working hours, on week-ends and holidays, or in acute emergencies, medical treatment may be obtained at Providence Hospital, 2nd and D Sts., S. E., Phone TRinidad 2000. The patient or his attendant should present a completed Bureau of Employees' Compensation Form C.A. 16 at the time of admittance, or immediately thereafter and in no case later than 48 hours after admittance. Form C.A. 16 can be obtained from Guards at any Agency building.

~~(b)~~ (3) 4. Diagnostic and Referral Service:

Professional consultation and diagnostic services are available to all Agency personnel by appointment. Cases requiring extended treatment or special diagnostic procedures will be referred to private physicians.

25X1A

**SECRET**  
SECURITY INFORMATION

**SECRET**  
SECURITY INFORMATION

(1) Immunizations:

- (a) Office heads will ensure that employees and their dependents not reporting to Washington prior to departure overseas receive immunizations as prescribed by the Medical Office. Immunizations may be performed outside the Washington area by:
  - (1) Private Physicians
  - (2) U. S. Public Health Facilities
  - (3) Military Medical Facilities
- (b) Expenses incurred for immunizations are reimbursable through the employee's office.
- (c) Persons receiving immunizations from the above sources will submit record of inoculations to the Medical Office where proper immunization credentials will be completed and issued prior to overseas travel.

D.E. Overseas Medical Service

- (1) Each employee or eligible agent of CIA who sustains injuries or illnesses in line of duty is entitled to medical, surgical, and hospital treatment at government expense in accordance with the provisions of the Federal Employees' Compensation Act, as amended, [REDACTED]
- (2) Advice, technical guidance and the care of patients not included under paragraph (1) <sup>above</sup> will be provided at the discretion of the Medical Office.

FOIAb5

FOIAb5

-5-  
**SECRET**  
SECURITY INFORMATION

~~SECRET~~  
SECURITY INFORMATION

- (3) Listed below in order of preference are the categories of overseas medical facilities to be used in cases of illnesses or injuries requiring treatment. [REDACTED]

25X1A

25X1A [REDACTED]

25X1A [REDACTED]

Specific identities and locations are available at the Medical Office.

- (a) CIA medical facilities.
  - (b) U. S. Government Military Facilities.
  - (c) U. S. Government Non-Military Facilities.
  - (d) Hospitals controlled by U. S. physicians practicing abroad.
  - (e) Indigenous medical facilities.
- (4) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest suitable medical facility may be authorized by the station chief. A complete report of the circumstances will be forwarded through proper channels to the Chief, Medical Staff, who will coordinate the appropriate action with the Personnel Director. The station chief will make every effort to avoid unnecessary travel arrangements and will consult Headquarters for professional advice in all questionable cases. Cases requiring evacuation to the United States for treatment must have prior approval of the Chief, Medical Staff, who will advise the Personnel Director on the clinical justification for such travel.

-6-

~~SECRET~~  
SECURITY INFORMATION



SECRET  
SECURITY INFORMATION4) E. Sick Leave

It will be the responsibility of the individual employee to reduce the necessity for sick leave by utilizing the services of the Medical Office, where available, for the treatment of those illnesses or injuries incurred while on duty. No leave time will be charged against an employee during periods of utilization of the Medical Office facilities *in the* Washington Area:

- (1) Employees taking sick leave for communicable illness will report to the Medical Office, Central Building, prior to return to duty.
- (2) Employees taking three or more consecutive days of sick leave will report by telephone to the Medical Office on the day of return to duty.
- (3) Request for advance sick leave will be forwarded to the Chief, Personnel Relations Branch, for prior approval by the Medical Office.

F. Death of Employee

The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff by the most expeditious means available.

F. G. Military

- (1) Army and Air Force Personnel
  - (a) Army and Air Force personnel including dependents are entitled to full services offered by the Medical Office.

-7-

SECRET  
SECURITY INFORMATION

SECURITY INFORMATION

Cases requiring more specialized or diagnostic or therapeutic services will be referred to the appropriate military medical facility.

- (b) For emergency service after duty hours, Army and Air Force personnel will report to the Army or Air Force installations closest to their residence, in accordance with the zoning instructions contained in current Department of Defense Regulations. The Medical Office should be notified before hospitalization is effected.
- (c) Army and Air Force personnel placed on "Quarters" status or hospitalized other than through the CIA Medical Office, will report their disposition within twenty-four hours or as soon thereafter as practicable, to the Medical Office. Release from hospital or "Quarters" will be handled in like manner.
- (2) Naval and Marine Corp Personnel  
In accordance with established Naval policy, Navy and Marine Corps personnel will report to or call Navy Medical Installations.

**Office Memorandum • UNITED STATES**

SECURITY INFORMATION

TO : Advisor for Management

DATE: 5 December 1951

25X1A

FROM : Office of the General Counsel

SUBJECT: Proposed Revision of [REDACTED]

25X1A

25X1A

1. We have no legal objection to the proposed changes in your draft of 26 November 1951; however, for clarifying the channels through which these claims are to be processed, we submit that the proposed amendment to [REDACTED] might be incompatible with Section [REDACTED]. The latter provides that "appropriate assistant directors may determine, for security reasons, not to process the particular case through normal channels."

25X1A

2. The proposed regulation states, "all cases will be submitted through proper channels..."

25X1A

OGC/MLE/MCD

## Distribution:

Orig - Add  
2 - OGC

**CONFIDENTIAL**

SECURITY INFORMATION

DEC 7 1951

CONFIDENTIAL  
SECURITY INFORMATION

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services  
FROM : Chief, Medical Staff  
SUBJECT: CIA Manual

DATE: 2 January 1952

Attached find comments and concurrence as requested.

25X1A



JOHN R. TIETJEN, M. D.

MO/JRT:njc

Att. 1

JAN 5 1952

CONFIDENTIAL

CONFIDENTIAL

2 January 1952

SUBJECT: Regulation [REDACTED] 25X1A

1. It is recommended that the subject of "Medical Treatment" be divorced from Regulation [REDACTED] and be the subject of an additional regulation.

25X1A

2. Attention is directed to the fact that a conflict exists between [REDACTED] and [REDACTED] of the regulations manual in regard authority of claim approval.

25X1A

25X1A

A meeting on the subject was held by representatives of the Personnel Office, General Counsel and Medical Office with the resultant recommendation that any new issuance of regulation on the subject be effected only after the conflict is resolved.

3. Reference is made to Paragraph D, [REDACTED]. It is believed that Form CA 1 and CA 2 are best retained in local offices pending claim action rather than causing the Medical Office to be a repository for unnecessary papers.

25X1A

CONFIDENTIAL

~~SECRET~~**Office Memorandum • UNITED STATES GOVERNMENT****TO :** C/MS**DATE:** 10 October 1951**FROM :** C/TSD**SUBJECT:** Change in CIA Regulation Number [REDACTED]

25X1A

1. It is recommended that Regulation Number [REDACTED] be changed. The regulation now reads, "Overt employees appointed in the field, will be given a complete physical examination by a local examiner as prescribed by the Chief, Medical Staff." The regulation should be changed to read, "Employees who enter on duty in the field, will be given a physical examination. The examining facility will be prescribed by the Chief, Medical Staff and the completed records of the physical examination will be forwarded through the Personnel Office to the Medical Office."

25X1A

25X1A [REDACTED]

C/TSD/HPP:rkx

Distribution:

Orig. & 1 Addressee  
1 File*Concur*

[REDACTED] 25X1A

*" 02/51/51"***SECRET**

OCT 18 1951



CONFIDENTIAL  
Security Information

DRAFT NOV 26 1951

## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

- (b) A completed Form C.A. 16 must be presented by the patient or his attendant to the facility used unless security considerations preclude the use of the Form or U. S. Government facility.
- (c) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest medical facility that can satisfactorily care for the case may be authorized. ~~All cases will be submitted through proper channels to the Chief, Medical Staff, who will transmit the report with medical findings to the Assistant Director (Personnel) who will take final administrative action to complete the case.~~ *based on Recommendations of the Chief, Medical Staff.* Station chiefs are authorized to approve medical treatment, travel, and attendants in cases of emergency. In doubtful cases, station chiefs may contact the Medical Office for advance opinions. Cases requiring return to the United States for treatment require prior approval of the Assistant Director (Personnel) after coordination with the Chief, Medical Staff, and the Assistant Director concerned. In cases of emergency the Chief of Station may authorize the travel and report the facts and circumstances through channels to the Chief, Medical Staff.

## D. Reporting Injury or Illness

Within 48 hours of onset of injury or illness incurred in line of duty, the employee's immediate supervisor should be notified and a report submitted through channels to the Chief, Medical Staff. (See CIA Regulation No. [REDACTED])

25X1A

## E. Compensation Claims

- (1) Claims for reimbursement or payment for medical services and supplies, or for compensation for loss of pay, should be submitted within 60 days from the onset of the injury or illness, ~~to the Chief, Medical Staff.~~ (See CIA Reg. No. [REDACTED])

25X1A

25X1A

- (2) The Chief, Medical Staff will review each claim and submit his recommendations to the Assistant Director (Personnel).



CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

- (3) ~~The Assistant Director (Personnel) shall review each claim and, after coordination with and consideration of the recommendations of the appropriate Assistant Director, the Chief, Medical Staff, the General Counsel, and the Assistant Deputy (Inspection and Security), as applicable, shall determine whether~~ FOIAb5  
 it is to be processed under the provisions of the Compensation Act [REDACTED]

FOIAb5

- (4) Employees are not entitled to compensation for loss of pay for the first three days unless the disability exceeds 21 days or is permanent. If the employee so elects, annual or sick leave may be utilized and compensation will become effective upon the termination of leave. It is the employee's option to charge absence to annual leave, sick leave, or leave without pay for any absence from duty incurred under the provisions of this Regulation.

F. No change

- (3) All claims will be submitted to The AD (Per) who shall determine etc

The AD/Per will be responsible for securing advice and guidance of A technical medical nature from the Chief, Medical Staff,

-2-

CONFIDENTIAL

CONFIDENTIAL  
Security Information

DRAFT NOV 26 1951

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

- (b) A completed Form C.A. 16 must be presented by the patient or his attendant to the facility used unless security considerations preclude the use of the Form or U. S. Government facility.
- (c) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest medical facility that can satisfactorily care for the case may be authorized. [All cases will be submitted through proper channels to the Chief, Medical Staff, who will transmit the report with medical findings to the Assistant Director (Personnel) who will take final administrative action to complete the case. Station chiefs are authorized to approve medical treatment, travel, and attendants in cases of emergency.] In doubtful cases, station chiefs may contact the Medical Office for advance opinions. Cases requiring return to the United States for treatment require prior approval of the [Assistant Director (Personnel)] after coordination with the Chief, Medical Staff, and the Assistant Director concerned. In cases of emergency the Chief of Station may authorize the travel and report the facts and circumstances through channels to the Chief, Medical Staff.

[D. Reporting Injury or Illness

Within 48 hours of onset of injury or illness incurred in line of duty, the employee's immediate supervisor should be notified and a report submitted through channels to the Chief, Medical Staff. (See CIA Regulation No. [REDACTED])

25X1A

E. Compensation Claims

- (1) Claims for reimbursement or payment for medical services and supplies, or for compensation for loss of pay, should be submitted within 60 days from the onset of the injury or illness to the Chief, Medical Staff. (See CIA Reg. [REDACTED])

25X1A

25X1A

- (2) The Chief, Medical Staff will review each claim and submit his recommendations to the Assistant Director (Personnel).

DEC 6 1951

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

- (3) The Assistant Director (Personnel) shall review each claim and, after coordination with and consideration of the recommendations of the appropriate Assistant Director, the Chief, Medical Staff, the General Counsel, and the Assistant Deputy (Inspection and Security), as applicable, shall determine whether it is to be processed under the provisions of the Compensation Act [REDACTED] FOIAb5

FOIAb5 [REDACTED]

- (4) Employees are not entitled to compensation for loss of pay for the first three days unless the disability exceeds 21 days or is permanent. If the employee so elects, annual or sick leave may be utilized and compensation will become effective upon the termination of leave. It is the employee's option to charge absence to annual leave, sick leave, or leave without pay for any absence from duty incurred under the provisions of this Regulation.]

F. No change

25X1A

NOV 50 11 58 AM '21  
COMPTROLLER

-2-

CONFIDENTIAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

25X1A

## MEDICAL TREATMENT AND PROCESSING OF EMPLOYEE COMPENSATION CLAIMS.

## A. Reporting Illness or Injury.

- Copy #3 will be sent to CIA safety officer*
- (1) Form No. CA-1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, will be completed in duplicate by employees reporting on-the-job injuries of any type, and will be submitted by the employee's immediate supervisor through channels to the Chief, Medical Staff, within 48 hours of the injury.
  - (2) Form No. CA-2, Official Superior's Report of Injury, will be completed in duplicate by the supervisor of an employee injured on the job, and submitted to the Chief, Medical Staff.
  - (3) Employees obtaining treatment from facilities other than the Medical Office, Central Building, will present a completed Form CA-16, Request for Treatment of Injury under US Employee's Compensation Act, to the facility within 48 hours of admittance. The form may be obtained from PBS guards at any Agency building.

## B. Authorized Treatment Facilities

## (1) Washington Area

- Reg.*
- (a) Employees requiring treatment during regular working hours should report to the Medical Office, Central Building. In severe cases, a medical officer or nurse may be summoned by calling the Medical Office.
  - (b) During other than regular working hours, on week ends and holidays, or in acute emergencies, medical treatment may be obtained at Providence Hospital, 2nd and D Streets, S. E., Trinidad 2000.

INSERT

25X1A

## (C) AMBULANCE SERVICE

- Reg.*
- (a) Employees should obtain medical treatment from the nearest U. S. Government Facility available. In the absence of a U. S. Government facility, or in an emergency, the nearest suitable facility may be used.
  - (b) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest medical facility that can satisfactorily care for the case may be authorized. Station Chiefs are authorized to approve medical treatment, travel, and attendants in cases of emergency. All cases will be submitted
- Reg.*

CONFIDENTIAL

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

through proper channels to the Chief, Medical Staff, who will transmit the report with medical findings to the Personnel Director who will take final administrative action to complete the case. In doubtful cases, station chiefs may contact the Medical Office for advance opinions. Cases requiring return to the United States for treatment require prior approval of the Personnel Director after coordination with the Chief, Medical Staff, and the Assistant Director concerned. In cases of emergency, the Chief of Station may authorize the travel and report the facts and circumstances through channels to the Chief, Medical Staff.

## C. Claim Procedure

- (1) Claims for reimbursement or payment for medical services ~~and supplies~~, or for compensation for loss of pay, must be submitted on Form CA-4, or by memorandum containing the same information. Claims should be submitted within 60 days from the onset of the injury or illness to the Chief, Medical Staff, who will process the case with his findings and recommendations to the Personnel Director. The final report made to headquarters on the disposition or handling of injuries should itemize all expenses of travel, hospitalization, and medical treatment paid by the Agency for, or in behalf of, the employee and all claims made by the employee for personal expenditures, accompanied by necessary supporting documents, such as itemized bills or receipts and attending physicians' statements.
- (2) Claims for travel will be submitted on Standard Form No. 1012, or other authorized form.
- (3) Employees are not entitled to compensation for loss of pay for the first three days unless the disability exceeds 21 days or is permanent. If the employee so elects, annual or sick leave may be utilized and compensation will become effective upon the termination of leave. It is the employee's option to charge absence to annual leave, sick leave, or leave without pay for any absence from duty incurred under the provisions of this Regulation.

## D. Reporting Death of Employees

- (1) The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff, and the Personnel Director by the most expeditious means available. If death is the result of injury or illness incurred in line of duty, Form CA-3, Report of Death, should be submitted at a later date to the Personnel Director.
- (2) Survivors of employees who die as the result of injury or illness incurred in the line of duty may submit Form CA-5, Claim for Compensation on Account of Death, to the Personnel Director.

(INSERT AFTER B.(1)(b))

(c) Ambulance Service

Ambulance service will be obtained during 0830 hours to 1700 hours on normal workdays by calling Extension 2300, 2288, or 2595. During other hours, emergency ambulance service will be obtained as follows:

- (1) For personnel injured while on duty in Washington or immediate vicinity, call:

ML 3900 - Emergency Ambulance Service, Inc.

- (2) For personnel suffering from illness while on duty, call:

Washington :	HO-3322	(Ambulance Services)
Arlington:	OK-2900	(Arlington County Rescue Squad)
Suitland:	UF-1122	(Ambulance, Prince Georges County)
Bethesda:	WI-1900	(Bethesda-Chevy Chase Rescue Squad)
Alexandria:	AL-5100	(Alexandria Rescue Squad)

- (3) For personnel either injured or suffering from illness while not on duty (but on Government premises), or for persons other than Government employees, call as indicated in paragraph 2, (2) immediately above.

- (4) In all line of duty emergencies, the caller must indicate that the request is for a compensation case.

- (5) In cases of extreme emergency, any ambulance (or rescue squad) and hospital may be called.

CONCURRENCE SHEET

25X1A

I do (not) concur in the proposed CIA Regulation Number [REDACTED] Medical  
Treatment and Processing of Employee Compensation Claims.

25X1A





CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

25X1A

## MEDICAL TREATMENT AND PROCESSING OF EMPLOYEE COMPENSATION CLAIMS.

## A. Reporting Illness or Injury.

- (1) Form No. CA-1, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, will be completed in duplicate by employees reporting on-the-job injuries of any type, and will be submitted by the employee's immediate supervisor through channels to the Chief, Medical Staff, within 48 hours of the injury.
- (2) Form No. CA-2, Official Superior's Report of Injury, will be completed in duplicate by the supervisor of an employee injured on the job, and submitted to the Chief, Medical Staff.
- (3) Employees obtaining treatment from facilities other than the Medical Office, Central Building, will present a completed Form CA-16, Request for Treatment of Injury under US Employee's Compensation Act, to the facility within 48 hours of admittance. The form may be obtained from PBS guards at any Agency building.

## B. Authorized Treatment Facilities

## (1) Washington Area

- (a) Employees requiring treatment during regular working hours should report to the Medical Office, Central Building. In severe cases, a medical officer or nurse may be summoned by calling the Medical Office.
- (b) During other than regular working hours, on week ends and holidays, or in acute emergencies, medical treatment may be obtained at Providence Hospital, 2nd and D Streets, S. E., TRinidad 2000.

25X1A

- (a) Employees should obtain medical treatment from the nearest U. S. Government Facility available. In the absence of a U. S. Government facility, or in an emergency, the nearest suitable facility may be used.
- (b) If local facilities are unavailable or unsatisfactory, travel with or without an attendant to the nearest medical facility that can satisfactorily care for the case may be authorized. Station Chiefs are authorized to approve medical treatment, travel, and attendants in cases of emergency. All cases will be submitted

CONFIDENTIAL

-1-



CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

through proper channels to the Chief, Medical Staff, who will transmit the report with medical findings to the Personnel Director who will take final administrative action to complete the case. In doubtful cases, station chiefs may contact the Medical Office for advance opinions. Cases requiring return to the United States for treatment require prior approval of the Personnel Director after coordination with the Chief, Medical Staff, and the Assistant Director concerned. In cases of emergency, the Chief of Station may authorize the travel and report the facts and circumstances through channels to the Chief, Medical Staff.

#### C. Claim Procedure

- (1) Claims for reimbursement or payment for medical services and supplies, or for compensation for loss of pay, must be submitted on Form CA-4, or by memorandum containing the same information. Claims should be submitted within 60 days from the onset of the injury or illness to the Chief, Medical Staff, who will process the case with his findings and recommendations to the Personnel Director. The final report made to headquarters on the disposition or handling of injuries should itemize all expenses of travel, hospitalization, and medical treatment paid by the Agency for, or in behalf of, the employee and all claims made by the employee for personal expenditures, accompanied by necessary supporting documents, such as itemized bills or receipts and attending physicians' statements.
- (2) Claims for travel will be submitted on Standard Form No. 1012, or other authorized form.
- (3) Employees are not entitled to compensation for loss of pay for the first three days unless the disability exceeds 21 days or is permanent. If the employee so elects, annual or sick leave may be utilized and compensation will become effective upon the termination of leave. It is the employee's option to charge absence to annual leave, sick leave, or leave without pay for any absence from duty incurred under the provisions of this Regulation.

#### D. Reporting Death of Employees

- (1) The death of an employee will be reported immediately through appropriate channels to the Chief, Medical Staff, and the Personnel Director (by the most expeditious means available). If death is the result of injury or illness incurred in line of duty, Form CA-3, Report of Death, should be submitted at a later date to the Personnel Director.
- (2) Survivors of employees who die as the result of injury or illness incurred in the line of duty may submit Form CA-5, Claim for Compensation on Account of Death, to the Personnel Director.

(c) Ambulance Service

Ambulance service will be obtained during 0830 hours to 1700 hours on normal workdays by calling Extension 2300, 2286, or 2595. During other hours, emergency ambulance service will be obtained as follows:

- (1) For personnel injured while on duty in Washington or immediate vicinity, call:

ME. 3900 - Emergency Ambulance Service, Inc.

- (2) For personnel suffering from illness while on duty, call:

Washington :	HO-3322	(Ambulance Services)
Arlington:	OX-2900	(Arlington County Rescue Squad)
Suitland:	UN-1122	(Ambulance, Prince Georges County)
Bethesda:	WI-1000	(Bethesda-Chevy Chase Rescue Squad)
Alexandria:	AL-5100	(Alexandria Rescue Squad)

- (3) For personnel either injured or suffering from illness while not on duty (but on Government premises), or ~~for~~ for persons other than Government employees, call as indicated in paragraph ~~3~~ (2), immediately above.

- (4) In all line of duty emergencies, the caller must indicate that the request is for a compensation case.

- (5) In cases of extreme emergency, any ambulance (or rescue squad) and hospital may be called.

*Conf*  
 CONFIDENTIAL  
 Security Information

DRAFT 26 November 1951

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

**MEDICAL TREATMENT AND PROCESSING OF EMPLOYEE COMPENSATION CLAIMS**

25X1A

**A. Reporting Illness or Injury**

- (1) Bureau of Employees' Compensation Form C.A. 16, Employee's Notice of Injury and Original Claim for Compensation and Medical Treatment, will be completed in duplicate by employees reporting on-the-job injuries of any type, and will be submitted by the employee's immediate supervisor through channels to the Chief, Medical Staff, within 48 hours of the injury.
- (2) Form No. CA-2, Official Superior's Report of Injury, will be completed in triplicate by the supervisor of an employee injured on the job, and submitted to the Chief, Medical Staff.
- (3) Employees obtaining treatment from facilities other than the Medical Office, Central Building, will present a completed Form CA-16, Request for Treatment of Injury under US Employee's Compensation Act, to the facility within 48 hours of admittance. The form may be obtained from PBS guards at any Agency Building.

**B. Ambulance Service**

Ambulance service will be obtained during 0830 hours to 1700 hours on normal workdays by calling Extension 2300, 2286, or 2595. During other hours, emergency ambulance service will be obtained as follows:

- (1) For personnel injured while on duty in Washington or immediate vicinity, call:

ME. 3900 - Emergency Ambulance Service, Inc.

- (2) For personnel suffering from illness while on duty, call:

Washington	HO-3322 (Ambulance Services)
Arlington	OX-2900 (Arlington County Rescue Squad)
Suitland	UN-3323 (Ambulance, Prince Georges County)
Bethesda	WI-1000 (Bethesda-Chevy Chase Rescue Squad)
Alexandria	AL-5100 (Alexandria Rescue Squad)

- (3) For personnel either injured or suffering from illness while not on duty

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

(but on Government premises), or for persons other than Government employees, call as indicated in paragraph (2), immediately above.

- (4) In all line of duty emergencies, the caller must indicate that the request is for a compensation case.
- (5) In cases of extreme emergency, any ambulance (or rescue squad) and hospital may be called.

#### C. Claim Procedure

- (1) Claims for reimbursement or payment for medical services or for compensation for loss of pay, must be submitted on Form CA-4, or by memorandum containing the same information. Claims should be submitted within 60 days from the onset of the injury or illness to the Chief, Medical Staff who will process the case with his findings and recommendations to the Assistant Director (Personnel). The final report made to headquarters on the disposition of handling of injuries should itemize all expenses of travel, hospitalization, and medical treatment paid by the Agency for, or in behalf of, the employee and all claims made by the employee for personal expenditures, accompanied by necessary supporting documents, such as itemized bills or receipts and attending physicians' statements.
- (2) Claims for travel will be submitted on Standard Form No. 1012, or other authorized form.

I do(not) concur in the draft of Regulation No. [REDACTED] Medical Treatment  
and Processing of Employee Compensation Claims.

25X1A

NOV 50 11 30 AM '51  
COMBIBOTTER

25X1A

CONFIDENTIAL

DRAFT - 15 August 1951

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## 3. PHYSICAL EXAMINATIONS AND IMMUNIZATION

## A. Physical Examination Policy

- (1) A pre-employment physical evaluation is required of each prospective Agency employee through the analysis of a completed Medical History Form submitted by the applicant.
- (2) A complete physical examination will be given each individual prior to assignment to duty in the Agency.
  - (a) Overt employees appointed in the field will be given a complete physical examination by a local examiner as prescribed by the Chief, Medical Staff.
  - (b) Where security considerations are a factor, special procedures will be established by the Chief, Medical Staff, and the Assistant Director concerned.
- (3) A physical examination will be given each employee prior to overseas assignment, and upon return from an overseas tour of duty in excess of 180 days, upon determination of need by the Medical Staff.
  - (a) The Personnel Office will submit requests for medical processing for to the Medical Office on Form 37-72 overseas assignment/at least six weeks prior to the employee's scheduled departure.
- (4) A physical check for communicable disease will be given each employee within 48 hours of departure from Washington for an overseas assignment.
- (5) Annual physical examinations are required for all executive personnel, GS-16 and above.

A. (6) Physical examinations for military personnel will be given as required by Military regulations.

(7) A physical examination will be given an employee:

(a) When it is necessary to determine physical qualifications for a particular assignment.

(b) On the day of his return to duty from sick leave of three weeks or more.

(c) When requested by Office head.

(d) When the Medical Office determines such examination to be in the best interests of the employee and the Agency.

(8) All examinations are subject to the physical requirement standards which have been established for each position in the Agency.

(a) Waivers of position standards may be granted by the Chief, Medical Staff.

(b) Waivers of medical disqualification for service in the Agency will be granted only by the Director.

B. Immunization Policy.

(1) All necessary immunization will be given employees and their dependents prior to departure for an overseas assignment, or in the event of transfer from one duty station to another. If for any reason, immunization must be effected at the expense of the employee, he will be reimbursed for such cost upon submission of a substantiated claim.

(2) Office heads will insure that immunizations of employees subject to overseas travel be kept current.

25X1A

CONCURRENCE SHEET

I do (not) concur in the proposed CIA Regulation Number [REDACTED] Physical  
Examinations and Immunization.

25X1A



CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

- (6) Physical examinations for military personnel will be given as required by Military regulations.
- (7) A physical examination will be given an employee:
  - (a) When it is necessary to determine physical qualifications for a particular assignment.
  - (b) On the day of his return to duty from sick leave of three weeks or more.
  - (c) When requested by Office head.
  - (d) When the Medical Office determines such examination to be in the best interests of the employee and the Agency.
- (8) All examinations are subject to the physical requirement standards which have been established for each position in the Agency.
  - (a) Waivers of position standards may be granted by the Chief, Medical Staff.
  - (b) Waivers of medical disqualification for service in the Agency will be granted only by the Director.

## B. Immunization

- (1) All necessary immunization will be given employees and their dependents prior to departure for an overseas assignment, or in the event of transfer from one duty station to another. If for ~~any~~<sup>proper</sup> reason, immunization must be effected at the expense of the employee, he will be reimbursed for such cost upon submission of a substantiated claim.
- (2) Office heads will insure that immunizations of employees subject to overseas travel be kept current.]

25X1A

I do(not) concur in the Proposed revision of CIA Reg No. [REDACTED]

MON 50 11 58 AM '21  
COMBIBOTTER

25X1A



CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

- (6) Physical examinations for military personnel will be given as required by Military regulations.
- (7) A physical examination will be given an employee:
  - (a) When it is necessary to determine physical qualifications for a particular assignment.
  - (b) On the day of his return to duty from sick leave of three weeks or more.
  - (c) When requested by Office head.
  - (d) When the Medical Office determines such examination to be in the best interests of the employee and the Agency.
- (8) All examinations are subject to the physical requirement standards which have been established for each position in the Agency.
  - (a) Waivers of position standards may be granted by the Chief, Medical Staff.
  - (b) Waivers of medical disqualification for service in the Agency will be granted only by the Director.

## B Immunization

- (1) All necessary immunization will be given employees and their dependents prior to departure for an overseas assignment, or in the event of transfer from one duty station to another. If for any reason, immunization must be effected at the expense of the employee, he will be reimbursed for such cost upon submission of a substantiated claim.
- (2) Office heads will insure that immunizations of employees subject to overseas travel be kept current.]

I do ~~(not)~~ concur in the Proposed revision of CIA Reg No. [REDACTED]

25X1A

25X1A [REDACTED]

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

5. SICK LEAVE

- A. Employees becoming ill while on duty are encouraged to utilize the services of the Medical Office in preference to continuing work while ill or seeking immediate sick leave.
- B. Employees taking sick leave for communicable illness will report to the Medical Office, Central Building, prior to return to duty.
- C. Employees taking three or more consecutive days of sick leave will report by telephone to the Medical Office on the day of return to duty. [Employees returning to duty from sick leave of three weeks or longer will report to the Medical Office in person on the day of return to duty.]
- D. Requests for advance sick leave will be forwarded by the Chief, Personnel Relations Branch, to the Medical Office for approval prior to granting of such leave.
- E. No leave time will be charged against an employee during periods of utilization of Medical Office facilities within the Agency.


RESTRICTED

MEDICAL SERVICES

2 of 2

Job #263

SECRET





RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

25X1A

## 5. SICK LEAVE

- A. Employees becoming ill while on duty are encouraged to utilize the services of the Medical Office in preference to continuing work while ill or seeking immediate sick leave.
- B. Employees taking sick leave for communicable illness will report to the Medical Office Central Building, prior to return to duty.
- C. Employees taking three or more consecutive days of sick leave will report by telephone to the Medical Office on the day of return to duty. Employees returning to duty from sick leave of three weeks or longer will report to the Medical Office in person on the day of return to duty.]
- D. Requests for advance sick leave will be forwarded by the Chief, Personnel Relations Branch, to the Medical Office for approval prior to granting of such leave.
- E. No leave time will be charged against an employee during periods of utilization of Medical Office facilities within the Agency.

25X1A

I do ~~(Not)~~ concur in the proposed change in CIA Regulation N .

25X1A

NOV 53 11 58 AM '21  
COMPTROLLER

RESTRICTED

CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER [REDACTED]

25X1A

## 5. SICK LEAVE

- A. Employees becoming ill while on duty are encouraged to utilize the services of the Medical Office in preference to continuing work while ill or seeking immediate sick leave.
- B. Employees taking sick leave for communicable illness will report to the Medical Office Central Building prior to return to duty.
- C. Employees taking three or more consecutive days of sick leave will report by telephone to the Medical Office on the day of return to duty. [Employees returning to duty from sick leave of three weeks or longer will report to the Medical Office in person on the day of return to duty.]
- D. Requests for advance sick leave will be forwarded by the Chief, Personnel Relations Branch, to the Medical Office for approval prior to granting of such leave.
- E. No leave time will be charged against an employee during periods of utilization of Medical Office facilities within the Agency.

I do ~~(not)~~ concur in the proposed change in CIA Regulation N. [REDACTED]

25X1A

25X1A [REDACTED]